

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
APRIL 14, 2005**

The Board of the Directors of the National Environmental Laboratory Accreditation Conference (NELAC) (i.e. Board) met by teleconference on April 14, 2005 at 1:00 p.m., Eastern Daylight Time (EDT). Chair, Mr. Wayne Davis, Director of the South Carolina Department of Health and Environmental Control, Office of Environmental Laboratory Certification, led the meeting. A list of action items is provided in Attachment A. The agenda is provided in Attachment B. A list of participants is provided in Attachment C. The purpose of the meeting was to discuss future plans for the Board.

AGENDA ITEMS

Update on Action Items from the Prior Meeting

Item No.	Action	Date Completed
1.	Board members should send comments on the minutes from the February 2 nd forum meeting to Nicole Weymouth of Versar.	Not Discussed
2.	Board members should review the recommendations for the Special Committee to confirm that they are in agreement.	4/14/05
3.	Mr. Davis will contact Jerry Parr and Lara Autry regarding the NELAC 101 course for which they will provide a script that may be useful in a NELAC 101 Handbook.	Not Discussed
4.	Ms. Shields will take the language from each section of the Standard and assign policy numbers or policy priorities to decide to which workgroups they should be assigned.	3/31/05
5.	Mr. Sheibley will ask the AARB for the name of their lead assessor, and will also contact the SRC and the AA Committee to see if they have anything they consider an SOP.	Not Discussed
6.	Mr. Sheibley will develop a complete list of the SOPs in table format.	To be Completed by 4/18/05
7.	Assign workgroups to review specific policies and SOPs	4/14/05
8.	Develop a detailed agenda for the NELAC Board of Director's session of the Raleigh Forum	Assumed Completed

Update on Specific Action Items from the Prior Meeting

4. Mr. Davis assigned workgroups composed of two NELAC Board members to address the policies listed in Ms. Shield's "Policies Working Document."
6. Ms. Shields will work on a table for the SOPs so that Mr. Davis can make workgroup assignments for reviewing these.

Approval of March 10th Minutes

Mr. Davis will resend the March 10th minutes to all of the Board members for comments. Ms. Shields volunteered to make revisions to all future meeting minutes. Ms. Autry will post meeting minutes on the new website in the future.

Updates

Ms. Autry stated that the new website should be launched by end of April. This website will be a significant improvement over the former website as a contractor that is available on an annual basis will be able to make changes. In addition, Ms. Autry will have direct access for posting. Any new additions for the website or revisions should be forwarded to Ms. Autry by the 29th of April.

Timeline to Raleigh

The brochure for the Raleigh conference should be distributed by the end of the month. All of the materials for Raleigh need to be on the website 45 days prior to a voting session; however, 60 days would be preferred. Therefore, everything needs to be ready by June 6th.

An exhibitor committee has been formed within INELA to discuss how exhibitors can participate and be more active in the conference. An exhibitor session will be held on Monday and Wednesday night. They are also considering hosting a Captain's Choice Golfing Tournament.

Policies/SOPs

Mr. Davis developed five workgroups for reviewing the policies listed in Ms. Shield's "Policies Working Document" (3/31/05):

- (1) Wayne Davis/Paul Kimsey
- (2) Kevin Coats/Judith Duncan
- (3) John Griggs/Gleason Wheatley
- (4) Aurora Shields/Scott Siders
- (5) Lara Autry/Richard Sheibley

Mr. Davis then assigned each of these workgroups particular policies on which to focus. Some of the policies may not be needed anymore, some could possibly be grouped, and others may simply need to be assigned numbers or archived. All of the policies should be in Microsoft Word. Ms. Shields confirmed that the format should be based on the current policies that are posted on the website.

First drafts of changes to at least half of each workgroup's assigned policies should be completed and sent to the entire Board for comments by May 6th. All of the changes should be in draft format in time for discussion at the next call (May 12th). Ms. Autry will also set up calls to continue these discussions on the 19th and 26th of May and the 2nd of June. Each workgroup should plan to have a spokesperson for each policy. Final changes will be posted on the website by the 6th of June.

In terms of when the policies will be addressed at the Raleigh conference, Ms. Autry noted that the Board should address those policies that were part of the Special Committee's recommendations at the Special Committee's session in Raleigh. Changes to the existing policies can then be the focus of the discussion at the Board of Director's session. An email will be sent to the voting members and new registrants prior to the conference to inform them that materials to be voted on have been posted on the website and any comments on changes to the language should be submitted. Changes to the language of policies and SOPs can be more liberal than for

Standards. Ms. Duncan volunteered to organize the items that were proposed for inclusion in the proposed handbook and work on the language. The Board will make an effort to ensure that the membership understands that the handbook is under development and will not be complete in time for discussion at the Raleigh conference.

Ms. Shields will work on a table for the SOPs so that Mr. Davis can make assignments for reviewing these as well. Both policies and SOP items will be voted on at the Raleigh conference. However, the only reason they are being voted on is because they involve language that is being removed from the Standard. Under normal circumstances, it is up to the NELAC BoD to set policies. The NELAC Board is only obligated to vote on the removal of those pieces from the Standard that were recommended by the Special Committee. Then the Board has the burden of demonstrating that those pieces have been captured in other NELAC documentation.

ADJOURNMENT

The meeting adjourned at 2:30 p.m. Eastern Daylight Time (EDT). The next regularly scheduled NELAC Board of Director's meeting will be held on May 12, 2005, from 1:00 p.m. to 2:30 p.m. EDT with regularly scheduled meetings to be held the second Thursday of every month from 1:00 p.m. to 2:30 p.m., EDT.

**ACTION ITEMS
NELAC BOARD OF DIRECTORS MEETING
APRIL 14, 2005**

Item No.	Action	Date to be Completed
1.	Send comments on the March 10 th minutes to Mr. Davis.	April 22 nd (COB)
2.	Any new additions for the website or revisions should be forwarded to Ms. Autry.	April 29 th
3.	Policy workgroups should complete drafts of changes to their assigned policies and send them to the rest of Board for comments.	May 12 th
4.	Final changes to the policies should be completed and posted.	June 6 th
5.	Begin developing the proposed handbook.	By the next Board meeting
6.	Develop a table for the SOPs.	ASAP

**AGENDA
NELAC BOARD OF DIRECTORS MEETING
APRIL 14, 2005**

- 1) Welcome & Announcements - Davis/Autry
- 2) Approval of Minutes - March 10, 2005 - All
- 3) Timeline to Raleigh - Pertinent Deadlines - Autry/Davis
- 4) Policies/SOPs - Work Pairs & Assignments - Davis/All
- 5) The Detailed Agenda for Raleigh - Autry/Shields/All
- 6) Updates - Autry/All
- 7) Adjourn

**PARTICIPANTS
NELAC BOARD OF DIRECTOR'S MEETING
APRIL 14, 2005**

Name	Affiliation	Address
Wayne Davis, Chair (present)	South Carolina Department of Health and Environmental Control, Office of Environmental Laboratory Certification	T: (803) 896-0972 F: (803) 896-0850 E: davisrw@dhec.sc.gov
Aurora Shields, Chair-Elect (present)	Kansas Department of Health and Environment	T: (785) 296-6198 F: (785) 296-1638 E: ashields@kdhe.state.ks.us
Paul Kimsey, Past Chair (absent)	State of California	T: (510) 412-5846 F: (510) 412-5848 E: pkimsey@dhs.ca.gov
Lara Autry, Director (present)	USEPA/ORD Land Characterization Branch	T: (919) 541-5544 F: (919) 541-4261 E: autry.lara@epa.gov
Richard Sheibley (absent)	Pennsylvania Department of Environmental Protection	T: (717) 705-2425 F: (717) 783-1502 E: rsheibley@state.pa.us
Scott Siders (absent)	Illinois Environmental Protection Agency	T: (217) 785-5163 F: (217) 524-6169 E: scott.siders@epa.state.il.us
Kevin Coats (present)	US Army Corps of Engineers – Hazardous, Toxic, and Radioactive Waste Center of Expertise	T: (402) 697-2563 F: (402) 697- 2595 E: kevin.h.coats@usace.army.mil
Judith Duncan (present)	Oklahoma Department of Environmental Quality	T: (405) 702-1018 F: (405) 702-9001 E: judy.duncan@deq.state.ok.us
Gleason Wheatley (present)	Kentucky Department of Environmental Protection	T: (502) 564-6120 F: (502) 564-8930 E: gleason.wheatley@mail.state.ky.us
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